

Utah Department of Health, Child Care Licensing
Out of School Time Program Renewal Application, Staff Record Form
Checklist D

Program Name:

Program Address:

Date Review Completed: / /

Date of last Announced Inspection: / /

Please follow the attached instructions when completing this form. List all owners, employees, volunteers, and members of your governing board (if you have one). In order for your license to be renewed, this form must be accurately completed before your Announced Inspection takes place. Your Licensing Specialist will collect this completed form as part of your Announced Inspection.

	1. First Name	2. Middle Name	3. Last Name	4. Start Date (First date of paid work, for those hired after your last Announced Inspection) (mm/dd/yyyy)	5. Position(s) (Owner, Director, Assistant Director, Caregiver, Cook, Driver, Custodian, Volunteer, Board Member, or Other)	For Licensing Office Use Only:	
						Complete Staff File (Initial CBS/LIS, TB, Orientation Training)	Listed on CBS/MIS Renewal Forms?
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If the program has more than 40 staff, copy and use the additional page below.

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